

**Minutes
Personnel Review Commission
March 12, 2013**

LOCATION: Municipal Building Room 208

COMMISSIONERS PRESENT: Councilwoman Hope Kasper, Chairwoman
Councilwoman Deborah Kleckowski
Councilwoman Mary Bartolotta

STAFF PRESENT: Kathleen A. Morey, Deputy Director of Personnel

PUBLIC PRESENT: Kori Wisneski, Deputy City Attorney, Christine Bourne-
President AFSCME Local #466, Public Works Director
Bill Russo, Damon Braasch, Assessor, Ann Perzan and
Michele DiMauro – BOE and Seb Gurciullo, Sanitation.

1. Meeting Called to Order by Councilwoman Kasper

The regular monthly meeting was called to order at 7:10 p.m. by Councilwoman Kasper.

2. Approval of Minutes

The minutes of the regular meeting held on January 8, 2013 and the special meeting of January 22, 2013 were approved as submitted on a motion made by Councilwoman Bartolotta and passed by unanimous vote.

3. Public Hearing

Councilwoman Kasper opened the public hearing at 7:11 p.m.

Christine Bourne, representing AFSCME Local #466, spoke in regard to the Assistant Superintendent of Sanitation position. She stated that the language should state “performs on an emergency basis”. Ms. Bourne also spoke to agenda item 4A, Licensed Practical Nurse. She stated that this is a one-time only position, the union agreed to this and it is part of the global settlement with the Board. The Union wants to make sure that once the person filling the LPN job is eligible for promotion to RN, then the LPN becomes null and void. Michelle DiMauro stated that it might be 4-5 years before the employee gets her RN.

The public hearing was closed by the Chairwoman at 7:18p.m.

4A. New Job Description for Licensed Practical Nurse

Councilwoman Bartolotta made a motion to table this item until the Memorandum of Understanding is signed and brought back to this committee. The motion was seconded by Councilwoman Kleckowski and passed by unanimous vote.

4B. Revised Job Description – Assistant Superintendent of Sanitation

Director Russo stated that he is looking to have this job description requirements revised changing the need for the commercial driver’s license (CDL) to read Class B instead of Class A. This change is being

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requested as there is no equipment within the Sanitation Division that requires a Class A. There is no salary grade changes. Councilwoman Kleckowski made a motion to approve. The motion was seconded and passed by a unanimous vote.

4C, D, E. Proposed changes to the City Attorney, Deputy City Attorney and Director of Personnel job descriptions

Deputy City Attorney Wisneski stated that the proposed changes are being proposed because we are moving forward with the re-organization. Language is changed throughout to reflect the Office of General Counsel. Councilwoman Kasper expressed her concern with language changes concerning attendance and staffing for the Insurance & Claims committee. Councilwoman Kleckowski expressed her concerns with the name change to "General Counsel", adding that it does not reflect the tasks. After further discussion, a motion was made by Councilwoman Kleckowski to Table this discussion and move forward with Old Business. The motion was passed by unanimous vote.

5. Old Business: Deputy Assessor

The Assessor stated that he has gone to the Mayor's office and Government Finance to request funding for this position so he can move forward with the hiring. He added that any consolidation that may take place doesn't affect his staffing. Councilwoman Bartolotta stated that she was very direct in the past and now it has been utilized. She expressed concern for approving items and then finding out afterward the funding is not where it should be. Councilwoman Kasper stated she want to approve new language stating responsibility for re-valuation in case something where to happen to Assessor the Deputy can step in. After further discussion, a motion was made by Councilwoman Kleckowski approving the job description for Deputy Assessor with the revisions as indicated, adding that the salary should be paid from restructured funding from within the department's budget; and, be it further resolved that the funding for the Assistant Assessor be reduced to \$1.00. The motion was passed by unanimous vote.

A motion was made and passed unanimous to recess for five minutes. The meeting recessed at 9:00 p.m. Meeting re-convened at 9:05 p.m.

4. E. Director of Human Resources job description:

A motion to Table this item was made by Councilwoman Bartolotta, seconded by Councilwoman Kleckowski. Motion passed by unanimous vote.

4. C. and D. proposed changes to City Attorney and Deputy City Attorney job descriptions:

Concerns were expressed about the name change for the Attorneys and the Department. Deputy City Attorney stated this is all being done in conjunctions with what was asked from the Council floor and these are part of the proposed re-organization. After further discussion Councilwoman Bartolotta made a motion to approve the job description for General Counsel and Deputy General Counsel. Further discussion was held resulting in Councilwoman Bartolotta withdrawing her motion to approve the job descriptions. No action taken on these items.

6. Vacancy Reports

Report was received and reviewed. No action required.

7. Monthly Claims Report

Councilwoman Kasper stated that the auto accident reports will be going to Kori and then the reports will come back her to discuss.

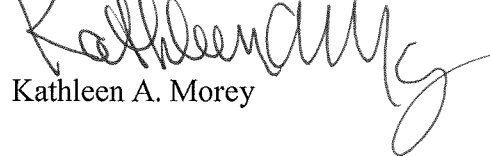
8. Other

Councilwoman Kleckowski asked for the Water & Sewer investigation report.

Adjournment

Councilwoman Bartolotta made a motion to adjourn. The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Kathleen A. Morey', written in black ink.

Kathleen A. Morey

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